

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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 FILE 0-112-1  
 1968

FROM:

Executive Director-Comptroller

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
Deputy Director for Support

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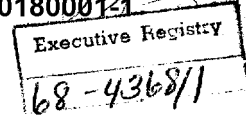
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17 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the  
Office of Training

1. I have looked at the Annual "Stockholders" Report and also the Report of Training within the Directorates. They contain an overwhelming quantity of statistical data. I can readily understand that these reports would be useful to the training officer assigned to an office, division, or staff, but I doubt that anyone above that level would find the time to analyze them.

2. In going back to Recommendation No. 5 of the Inspector General's Survey of the Office of Training dated November 1967 and the memorandum dated 12 April 1968 from the Acting Deputy Director for Support to this office, it is clear that we are in full agreement concerning the need for periodic reviews of the total Agency training effort, including training which is given within the components themselves. It would appear to me that the first step in compiling an annual report has been completed, i.e. the assembling of statistical data. The second step, the evaluation of the suitability of objectives, the substance of courses given, training methods employed, and the like, remains to be taken. The Director of Training is the Agency's senior staff officer in this field. His annual report should provide not only some indication of the size, scope, and cost of training but also his candid opinion of the effectiveness and worthwhileness of the work we are doing in each of the major fields in which training is given.

3. The statistical tables, insofar as they show trends or indicate problems, might be rendered in graph form. I note from the statistics, for example, that the total student days in OTR 1968 programs apparently increased by about 30%

over 1967. Yet there is no comment in either report of this very substantial increase, nor is there any easy way for the reader to learn that it had occurred.

4. Since the problem of devising a report which will meet the needs of management is anything but simple, I suggest that you begin planning the form and content of the next annual report now, and that no effort be made to re-cast the present report in another form.



L. K. White  
Executive Director-Comptroller

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cc: Inspector General